

EMPLOYEE

I. INTRODUCTION

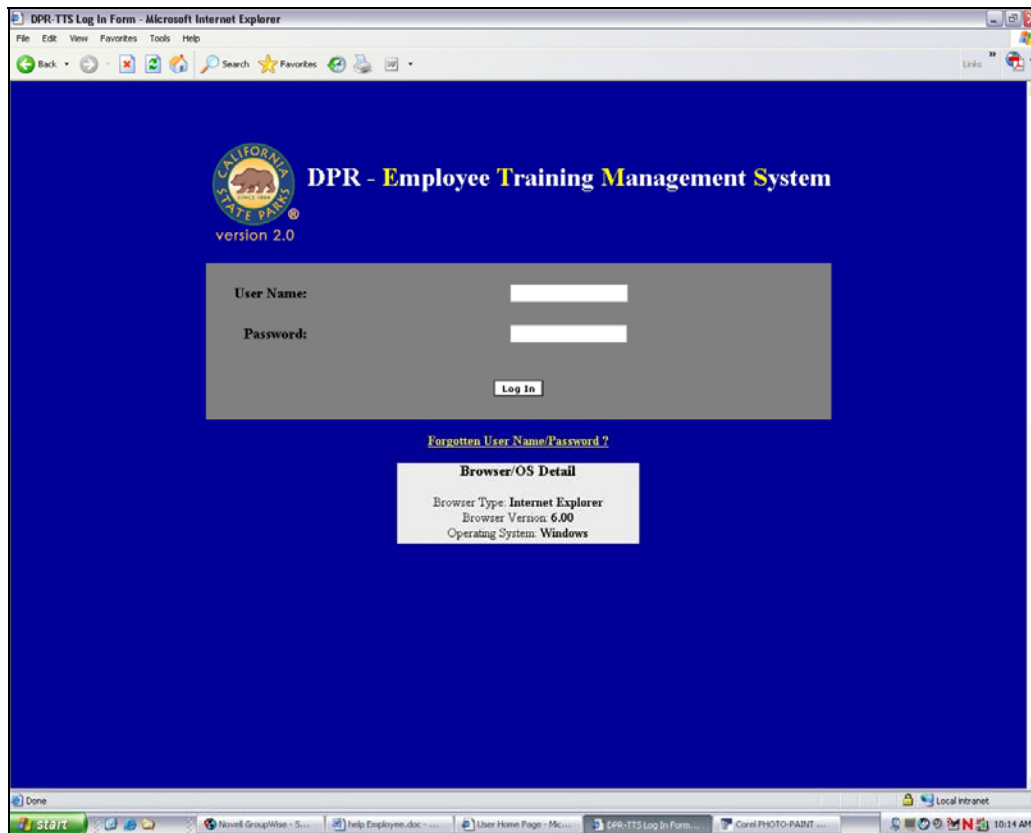
California State Parks is proud of its reputation for training excellence and is looked upon as a leader in park management, interpretation, maintenance, and law enforcement training. Employees are the key ingredient for the Employee Training Management System (ETMS) to be successful. This web based training management system has replaced the paper and pencil Employee Training Request (DPR 392), the Training Attendance Roster (DPR 433), and the Individual Training Record Change Request (DPR 434) processes for all Department employees. The ETMS also allows employees to view their training history as well as training requirements for specific Classifications and Job Titles. Required Training is displayed on the Employee's Home Page based on their Classification and/or Job Title. This enables tracking of these training requirements by the ETMS to be more accurate and efficient. Employees now have immediate access to the status of all required training and certifications for their current position.

II. LOGIN

- A. To login to the Employee Training Management System, type the following address: <https://etms.parks.ca.gov/loginversion2/> into your Internet Browser. The first screen that appears will be the Active Directory login screen that identifies the Employee as a Microsoft Active Directory User. The User Name and Password associated with this login screen is provided by the Office of Information Technology. If you do not know your User Name and Password, call the IT Help Desk at (916) 657-2907. The screen will look similar to this:



- B. The next login screen will be the ETMS login screen. The User Name and Password associated with this login screen has been generated by ETMS. The screen will look similar to this:



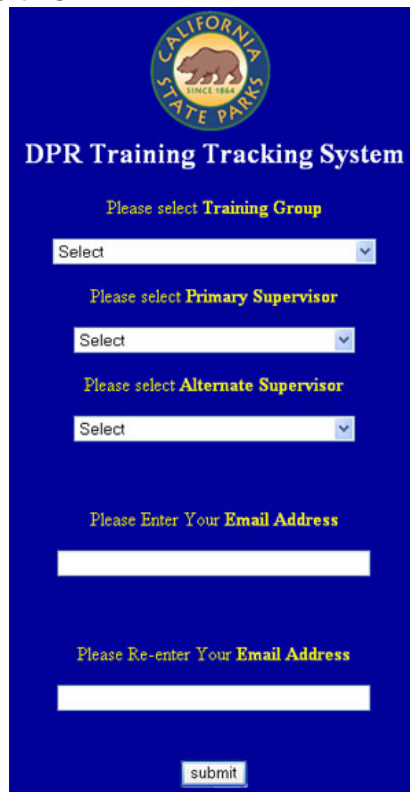
- C. If you have forgotten your User Name and/or Password, click the **"Forgotten User Name/Password?"** link. You will be prompted to submit your email address and your User Name and a new Password will be sent. The email will look similar to this:



- D. If you attempt to login with an incorrect User Name and/or Password, you will be locked out after seven attempts. Contact System Administrator to be reset.

E. First Time Initialization

Once you successfully login to ETMS, you will be presented with a screen that looks similar to this:



California State Parks
DPR Training Tracking System

Please select **Training Group**

Select

Please select **Primary Supervisor**

Select

Please select **Alternate Supervisor**


Select

Please Enter Your **Email Address**

Please Re-enter Your **Email Address**

submit

1. Complete the following steps:
 - a. Select Training Group from the drop down list.
 - (1) This is a list of all Training Groups within the Department.
 - b. Select Primary and Alternate Supervisors from the drop down lists.
 - c. Enter your contact Email Address.
 - (1) This is the email address that the system will use to contact you. You will be asked to re-enter your email address to ensure that you have entered it correctly.
 - d. Click **submit** and the following screen will appear:



DPR Training Tracking System

Please choose Sub-Training Group

Training Group: San Luis Obispo Coast District

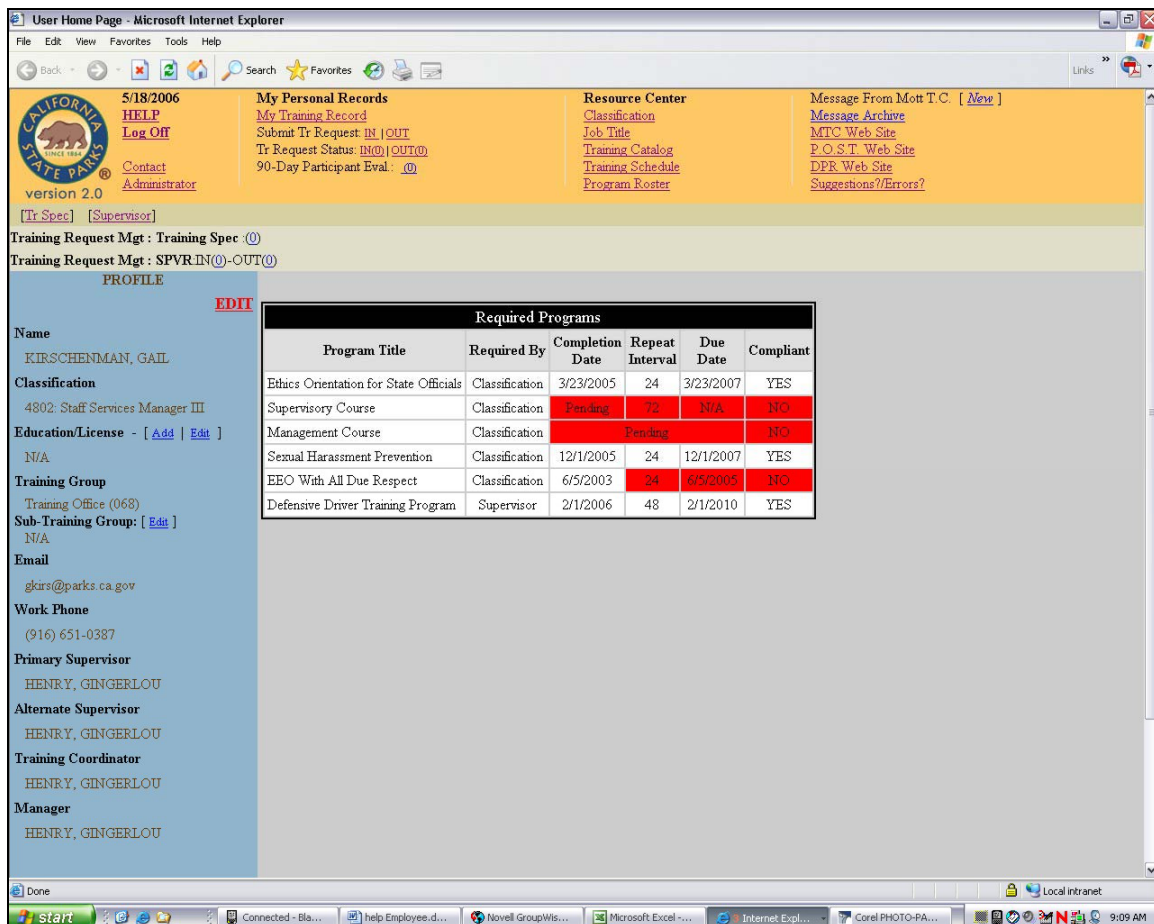
Sub-Training Group: N/A

submit

- e. Select a Sub-Training Group from the drop down list and **submit**. Use **N/A** if you are not assigned to a Sub-Training Group.

NOTE: Every time you edit your profile, you will automatically be logged out of the system and will need to perform the above process again.

III. HOME PAGE: The User Home Page screen will look similar to this:



5/18/2006
[HELP](#)
[Log Off](#)
[Contact Administrator](#)

My Personal Records
[My Training Record](#)
 Submit Tr Request: [IN](#) | [OUT](#)
 Tr Request Status: [IN](#) | [OUT](#)
 90-Day Participant Eval: [@](#)

Resource Center
[Classification](#)
[Job Title](#)
[Training Catalog](#)
[Training Schedule](#)
[Program Roster](#)

Message From Mott T.C. [[New](#)]
[Message Archive](#)
[MTC Web Site](#)
[P.O.S.T. Web Site](#)
[DPR Web Site](#)
[Suggestions?/Errors?](#)

[[Tr Spec](#)] [[Supervisor](#)]

Training Request Mgt : Training Spec (0)
 Training Request Mgt : SPVR:IN(0)-OUT(0)

PROFILE [EDIT](#)

Name
 KIRSCHENMAN, GAIL

Classification
 4802: Staff Services Manager III

Education/License - [[Add](#) | [Edit](#)]
 N/A

Training Group
 Training Office (068)
 Sub-Training Group: [[Edit](#)]
 N/A

Email
 gkrs@parks.ca.gov

Work Phone
 (916) 651-0387

Primary Supervisor
 HENRY, GINGERLOU

Alternate Supervisor
 HENRY, GINGERLOU

Training Coordinator
 HENRY, GINGERLOU

Manager
 HENRY, GINGERLOU

Required Programs					
Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
Ethics Orientation for State Officials	Classification	3/23/2005	24	3/23/2007	YES
Supervisory Course	Classification	Pending	72	N/A	NO
Management Course	Classification	Pending			NO
Sexual Harassment Prevention	Classification	12/1/2005	24	12/1/2007	YES
EEO With All Due Respect	Classification	6/5/2003	24	6/5/2005	NO
Defensive Driver Training Program	Supervisor	2/1/2006	48	2/1/2010	YES

A. PROFILE

Before proceeding, the User should review their profile information on the left hand side of the screen. The screen will look similar to this:

PROFILE [EDIT](#)

Name
KIRSCHENMAN, GAIL

Classification
4802: Staff Services Manager III

Education/License - [[Add](#) | [Edit](#)]
N/A

Training Group
Training Office (068)
Sub-Training Group: [[Edit](#)]
N/A

Email
gkirs@parks.ca.gov

Work Phone
(916) 651-0387

Primary Supervisor
HENRY, GINGERLOU

Alternate Supervisor
HENRY, GINGERLOU

Training Coordinator
HENRY, GINGERLOU

Manager
HENRY, GINGERLOU

1. Edit PROFILE Information

- a. Click the [EDIT](#) link to edit the following: Password, Training Group, Email, Work Phone, Primary and Alternate Supervisors. The screen will look similar to this:

PASSWORD
.....

Confirm Password
.....

Training Group
Training Office (068) ▼

Email
gkirs@parks.ca.gov

Confirm Email
gkirs@parks.ca.gov

Work Phone
(916) 651-0387 X

Primary Supervisor
KIRSCHENMAN, GAIL ▼

Alternate Supervisor
KIRSCHENMAN, GAIL ▼

Back submit


- b. Click **submit** to log out and allow the system to reset itself with your new information. You will now need to log back into the system. The screen will look similar to this:

DPR-TTS Log In Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Links

 **DPR - Employee Training Management System**
version 2.0

Your Profile has been updated. You must now log back in.

User Name:

Password:

Log In

[Forgotten User Name/Password ?](#)

Browser/OS Detail

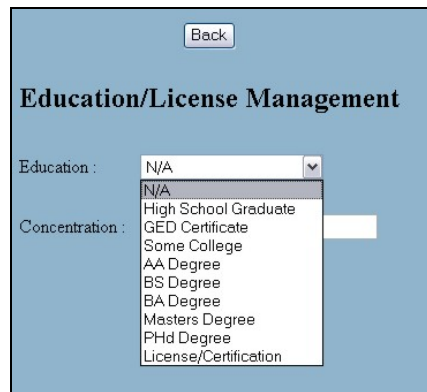
Browser Type: Internet Explorer
Browser Version: 6.00
Operating System: Windows

Done

Novell GroupWise - S... help Employee.doc - ... User Home Page - Mic... DPR-TTS Log In Form... Corel PHOTO-PAINT ... Local intranet

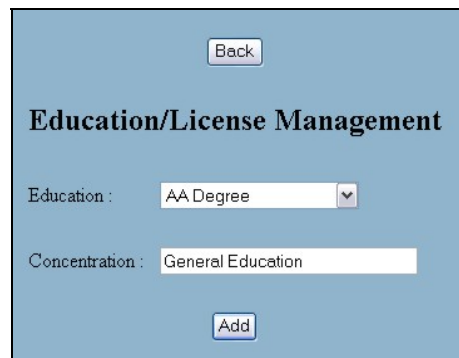
10:18 AM

- c. **Add Education/License Information:** Click the [Add](#) link and select the Education/License from the drop down list. The screen will look similar to this:



The screenshot shows a web form titled "Education/License Management" with a "Back" button at the top. Below the title, there are two fields: "Education :" and "Concentration :". The "Education :" field has a dropdown menu that is open, showing a list of options: "N/A", "High School Graduate", "GED Certificate", "Some College", "AA Degree", "BS Degree", "BA Degree", "Masters Degree", "PHd Degree", and "License/Certification". The "Concentration :" field is currently empty.

Enter Concentration and click **Add**. The Education/License will be added to the User's Profile. The screen will look similar to this:



The screenshot shows the same "Education/License Management" form. The "Education :" dropdown menu is now closed and shows "AA Degree" selected. The "Concentration :" text input field now contains the text "General Education". An "Add" button is visible at the bottom of the form.

- d. **Edit Educational/License Information:** Click the [Edit](#) link to delete or edit the Education/License. The screen will look similar to this:

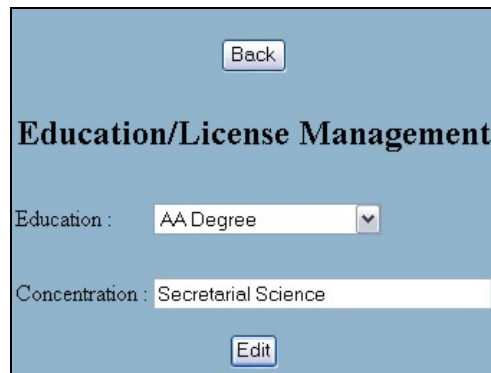


The screenshot shows the "Education/License Management" form with a "Back" button at the top. Below the title, there is a list of existing education/licenses. Each entry consists of a "[Delete]" link, the education type, and the concentration. The entries are:

[Delete]	Education	Concentration
[Delete]	High School Graduate	General Education
[Delete]	Some College	Park Ranger
[Delete]	License/Certification	Basic POST

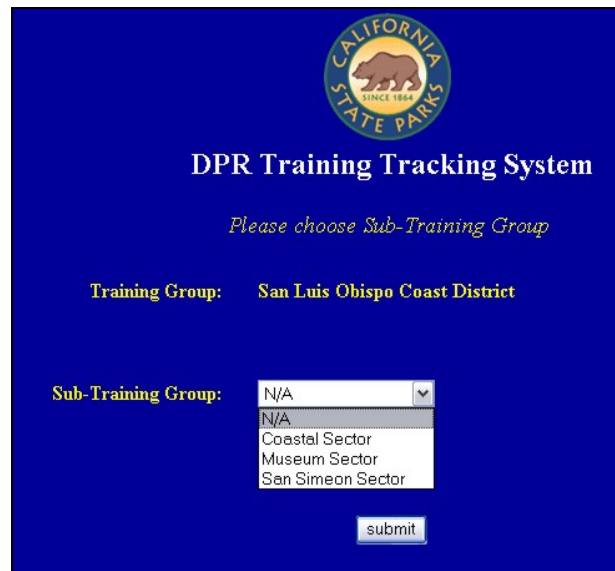
- (1) To delete, click the [Delete](#) link and confirm that the Education/License will be deleted from your Profile.

- (2) To edit, click the [Edit](#) link and then click the [Education/License](#) link that you wish to edit. Complete the required information and click **Edit**. The screen will look similar to this:



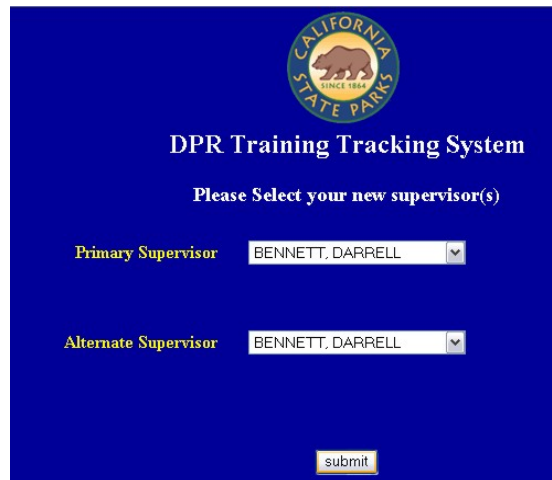
A screenshot of a web form titled "Education/License Management". At the top left is a "Back" button. The form contains two fields: "Education :" with a dropdown menu showing "AA Degree" and "Concentration :" with a text box containing "Secretarial Science". At the bottom right is an "Edit" button.

- e. **Edit Sub-Training Group:** Click the [Edit](#) link next to Sub-Training Group to edit your Sub-Training Group. Select Sub-Training Group from the drop down list and click **submit**.



A screenshot of a web form titled "DPR Training Tracking System" with the California State Parks logo at the top. Below the title is the instruction "Please choose Sub-Training Group". The form shows "Training Group:" as "San Luis Obispo Coast District". Below that, "Sub-Training Group:" is shown with a dropdown menu. The dropdown menu is open, showing options: "N/A", "N/A", "Coastal Sector", "Museum Sector", and "San Simeon Sector". At the bottom right is a "submit" button.

Choose a new Primary and Alternate Supervisor. Click the [submit](#) link to allow the system to reset itself with your new information. You will now need to log back into the system. The screen will look similar to this:



NOTE: Training Coordinator, Sub-Group Manager and Manager are assigned by the System Administrator according to your Training Group and Sub-Training Group. These fields cannot be edited by the User.

B. HEADER

Located on the top of the screen is the main header for the Employee Training Management System. Within the Header are the tools to assist the Employee in navigating the system. The Header will look similar to this:

 <p>5/18/2006 HELP Log Off Contact Administrator</p>	<p>My Personal Records My Training Record Submit Tr Request: IN OUT Tr Request Status: IN OUT 90-Day Participant Eval: 0</p>	<p>Resource Center Classification Job Title Training Catalog Training Schedule Program Roster</p>	<p>Message From Mott T.C. [New] Message Archive MTC Web Site P.O.S.T. Web Site DPR Web Site Suggestions?/Errors?</p>
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1. **DPR LOGO:** The DPR logo area includes the current date and the following links: [HELP](#), [Log Off](#) and [Contact Administrator](#).
 - a. **Logo:** By clicking the Logo, it will refresh the User's Home Page.
 - b. **HELP:** Click this link to view the ETMS Help Files and/or contact the System Administrator. The screen will look similar to this:



- c. [Log Off](#): Click this link to log off the system.
- d. [Contact Administrator](#): Click this link to contact the System Administrator.


C. MY PERSONAL RECORDS

1. [My Training Record](#): By clicking this link, the User can view all training records that have been entered into ETMS. The screen will look similar to this:

https://etms.parks.ca.gov - Training Record - Microsoft Internet Explorer

Close Window Back

Training Record (PEPITO, ALPHONSO)

 [\(download training record\)](#)

Training Programs Completed										
Correction	P.O.S.T.	Program Title	Repeat Interval (months)	Training Provider	Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
Submit	YES	PSP - Tactical Communications	24	DPR	DPR	Pacific Grove	4/3/2006	2	N/A	
Submit	YES	PSP - Driver Training	24	DPR	MTC	Testing	4/2/2006	4	N/A	
Submit	YES	Defensive Tactics Instructor Refresher	48	DPR	DPR	Mott Training Center	3/24/2006	36	N/A	
Submit	YES	PSP - Driver Training	24	DPR	MTC	Marina Airport	3/1/2006	4	N/A	
Submit	NO	Access Level I	N/A	DPR	test333	test 333	1/4/2006	16	C	Job Related
Submit	YES	Basic Course Consortium	N/A	State Agency		San Mateo	6/9/2005	8	N/A	Job Related
Submit	YES	PSP - Tactical Communications	24	DPR		Big Sur - Monterey District	6/7/2005	2	N/A	Job Required
Submit	YES	PSP - Driver Training	24	DPR		Big Sur - Monterey District	6/7/2005	4	N/A	Job Required
Submit	YES	PSP - Arrest and Control	24	DPR		Big Sur - Monterey District	6/7/2005	4	N/A	Job Required
Submit	NO	ALERT (Advanced Lifeguard Emergency Response Training)(Various Courses)	12	DPR		Orange Coast, Angeles, Monterey, Sacramento HQ.	4/12/2005	6	N/A	Job Required
Submit	NO	ALERT (Advanced Lifeguard Emergency Response Training)(Various Courses)	12	DPR		Monterey District	4/12/2005	7	N/A	Job Required
Submit	YES	Basic Course Consortium	N/A	State Agency		Garden Grove	3/3/2005	12	N/A	Job Required
Submit	YES	P.O.S.T. Communication Keeping Your Edge (CD-ROM)	N/A	DPR		Sacramento	12/15/2004	2	N/A	Job Required
Submit	YES	Basic Course Consortium	N/A	State Agency		Sacramento	12/9/2004	8	N/A	Job Related
Submit	YES	Basic Course Consortium	N/A	State Agency		Sacramento	12/9/2004	12	N/A	Job Required
Submit	NO	ALERT (Advanced Lifeguard Emergency Response Training)(Various Courses)	12	Local Agency		Pacific Grove - Fire	12/1/2004	3	N/A	Job Related
Submit	YES	Officer Involved Shooting	N/A	N/A		Mott Training Center	11/12/2004	40	N/A	Job Related
Submit	NO	ALERT (Advanced Lifeguard Emergency Response Training)(Various Courses)	12	DPR		Monterey District	10/6/2004	6	N/A	Job Required

Done

start Connected - Bla... Novell GroupWise... User Home Page... https://etms.parks.ca.gov/help/Employee.d... Corel PHOTO-PAINT 7:37 AM

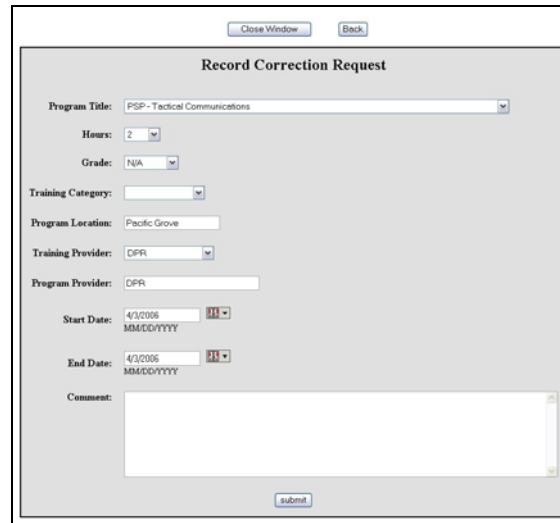
- a. **Instructor Hours for Training Programs:** For Department instructors the system will document all hours of instruction through the Group Roster function. This information will be listed below the Training Program Completed list and will look similar to this:

Instructor Hours for Training Programs					
Correction	P.O.S.T.	Program Title	Instructor Type	Location	Length(hr)
Submit	YES	PSP - Tactical Communications	LD-03 Tac Com	Pacific Grove	2
Submit	YES	PSP - Driver Training	Driving	Testing	4
Submit	YES	Defensive Tactics Instructor Refresher	Defensive Tactics	Mott Training Center	36
Submit	YES	PSP - Driver Training	Driving	Marina Airport	4

- b. **Excel:** The User can download all of their Training Records to an Excel file by clicking the Excel icon. The screen will look similar to this:

PEPITO, ALPHONSO				
P.O.S.T.	Program Title	Location	Completion Date	Length(hr)
FALSE	Access Level I	test 333	1/4/2006	16
TRUE	Basic Course Consortium	San Mateo	6/9/2005	12
TRUE	PSP - Tactical Communications	Big Sur - Monterey District	6/7/2005	2
TRUE	PSP - Driver Training	Big Sur - Monterey District	6/7/2005	4
TRUE	PSP - Arrest and Control	Big Sur - Monterey District	6/7/2005	4
FALSE	ALERT (Advanced Lifeguard Emergency Response Training)(Various Courses)	Orange Coast, Angeles, Monterey, Sacramento HQ.	4/12/2005	16
TRUE	Basic Course Consortium	Orange County	6/10/2004	12
TRUE	Racial Profiling	Santa Cruz District	12/10/2003	5
FALSE	Microsoft PowerPoint XP - Level I	Salinas	11/4/2003	8
FALSE	Cal-Card Refresher (Classroom)(Declined)	Mott Training Center	10/22/2003	2
FALSE	Ethics Orientation for State Officials	Pacific Grove	10/15/2003	2
FALSE	Microsoft Access XP - Level I	Salinas	10/2/2003	16
FALSE	CPR Refresher	Monterey	9/10/2003	4
TRUE	Racial Profiling - Train the Trainer	Sacramento Police Training Center	8/29/2003	24
FALSE	Basic Maintenance Management	MTC	5/31/2003	36
TRUE	Driver Awareness Instructor	MTC	4/3/2003	24
FALSE	Interpreting to Diverse Audiences	Mott Training Center	3/21/2003	32
FALSE	EEO Counselor	Sacramento	12/4/2002	20
FALSE	EEO Investigator	Sacramento	11/15/2002	20
FALSE	Internal Affairs Investigation	Mott Training Center	2/3/2002	24
TRUE	Defensive Tactics Instructor Refresher	MTC	2/1/2002	36
TRUE	Management Course	MTC	12/20/2000	104
TRUE	Continuing Advanced Officer	Mott Training Center	10/1/1999	24
TRUE	Supervisory Refresher	Asilomar	10/25/1996	28
TRUE	Supervisory Course	Asilomar	3/4/1989	120
Instructor Hours				
P.O.S.T.	Program Title	Location	Completion Date	Length(hr)
TRUE	PSP - Tactical Communications	Pacific Grove	4/3/2006	2
TRUE	PSP - Driver Training	Testing	4/2/2006	4
TRUE	Defensive Tactics Instructor Refresher	Mott Training Center	3/24/2006	36
TRUE	PSP - Driver Training	Marina Airport	3/1/2006	4

- c. Information in the Training Records includes the following headings:
- (1) **Correction:** Click the [Submit](#) link under the Correction column to submit a **Record Correction Request** for a specific program or instructor hours on your training record. The information will be sent to your Supervisor for verification and if approved, forwarded to the Training Coordinator/System Administrator for the final approval and the correction of the record. Complete the required fields and click **submit**. The screen will look similar to this:



A screenshot of a web form titled "Record Correction Request". At the top are "Close Window" and "Back" buttons. The form contains the following fields:

- Program Title:** A dropdown menu with "PSP - Tactical Communications" selected.
- Hours:** A dropdown menu with "2" selected.
- Grade:** A dropdown menu with "N/A" selected.
- Training Category:** A dropdown menu.
- Program Location:** A text field with "Pacific Grove" entered.
- Training Provider:** A dropdown menu with "DPR" selected.
- Program Provider:** A text field with "DPR" entered.
- Start Date:** A date picker showing "4/3/2006".
- End Date:** A date picker showing "4/3/2006".
- Comment:** A large text area.

A "submit" button is located at the bottom right of the form.

- (2) **P.O.S.T.:** Yes/No indicates whether the program is P.O.S.T. certified.
- (3) **Program Title**
- (a) If the program title has a hyperlink, then the User can click this link to view details of the approved Training Request. This screen can be printed by the User to be included with their Travel Expense Claim. The screen will look similar to this:



A screenshot of a web page titled "Approved" in blue text. At the top are "Close Window" and "Back" buttons. Below is a table with two columns: a label and a value.

Name:	WAGY, STEVEN
Classification:	State Park Superintendent III
Training Group:	Training Section
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Healdsburg
Program Title:	Coastal Marine Interpretation
Training Request Is:	Upward Mobility
Justification:	I look cool in shorts
Date:	6/5/2006 - 6/10/2006
Supervisor:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Supervisor Comment:	No Data
Sub-Group Manager:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Sub-Group Manager Comment:	No Data
Manager:	KIRSCHENMAN, GAIL
Date Approved:	3/7/2006
Manager Comment:	No Data
Training Specialist:	LOMBARD, KARYN
Date Approved:	3/7/2006
Training Specialist Comment:	No Data
Accommodation:	Dietary
Explanation:	Lots of fish

- (4) **Repeat Interval (months):** Number of months required to maintain program certification.
- (5) **Training Provider**
- (6) **Program Provider**
- (7) **Location:** Describes location of where training occurred.
- (8) **Completion Date:** Describes date program was completed.
- (9) **Length (hr):** Describes length of the program in hours.
- (10) **Grade:** N/A, Incomplete, Credit, No Credit, A, B, C, D and F.
- (11) **Training Category:** Job Related, Job Required, Career Related and Upward Mobility.

2. Submit Tr. Request [IN](#) [OUT](#)

- a. **In-Service Request:** This process is used for all training that is published on the Training Schedule.

- (1) To request In-Service Training, click the [IN](#) link next to Submit Tr Request. This will display the current Training Schedule: The screen will look similar to this:

Close Window

Back

TRAINING SCHEDULE

View Old Schedule

Link to Training Catalog

Programs Provided by DPR Training Office

Training Request	Program Title [A-Z]	Program Date [A-Z]	Training Request Due Date [A-Z]	Location	Training Specialist [A-Z]	Email / Phone
	Cancelled - Advanced Park Management Group 2 (Pre-Selected)	5/1/2006 - 5/12/2006	11/1/2005	Marconi Conference Center	LOMBARD, KARYN	klomb@parks.ca.gov (916) 651-8264
	Cancelled - Boating Safety and Enforcement	5/1/2006 - 5/15/2006	3/1/2006	San Luis Reservoir SRA	PEABODY, ALEX	speabody@parks.ca.gov (832) 649-7132
	Cancelled - Course Leader Group 7	5/21/2006 - 5/26/2006	11/1/2005	Redwood Training Room	LOMBARD, KARYN	klomb@parks.ca.gov (916) 651-8264
	Cancelled - Field Training Officer Group 9	6/4/2006 - 6/9/2006	11/1/2005	Mott Training Center	DANIELSON, JOANNE	JDANIELSON@parks.ca.gov (831) 649-2954
	Cancelled - Firearms Inspector Refresher Group 4	4/30/2006 - 5/5/2006	12/2/2005	Mott Training Center Annex	DANIELSON, JOANNE	JDANIELSON@parks.ca.gov (831) 649-2954
	Cancelled - HAZMAT First Responder Operational Group 7	5/22/2006 - 5/26/2006	11/1/2005	Mott Training Center Annex	COMES, CHARLES	chuck@parks.ca.gov (831) 649-7124
	Cancelled - Introduction to California State Parks Group 33	5/1/2006 - 5/15/2006	11/1/2005	Mott Training Center	GREEN, MICHAEL	mgree@parks.ca.gov (831) 649-2961
Sign Up	Lifeguard Training	6/20/2006 - 6/27/2006	3/22/2006	Huntington State Beach	PEABODY, ALEX	speabody@parks.ca.gov (832) 649-7132
Sign Up	Lifeguard Training Group May 13-14, 20-21, 27-28	6/3/2006 - 6/4/2006	3/22/2006	Huntington State Beach	PEABODY, ALEX	speabody@parks.ca.gov (832) 649-7132
Sign Up	Lifeguard Training	6/10/2006 - 6/17/2006	3/22/2006	Huntington State Beach	PEABODY, ALEX	speabody@parks.ca.gov (832) 649-7132
	Cancelled - Personnel Training - Attendance and Payroll Group 4	5/8/2006 - 5/12/2006	11/1/2005	Redwood Training Room	KINCAID, SUMMER	skincaid@parks.ca.gov (916) 651-6725
	Cancelled - Supervisory Refresher Group 23	6/5/2006 - 6/9/2006	11/1/2005	Mott Training Center	LOMBARD, KARYN	klomb@parks.ca.gov (916) 651-8264
	Cancelled - Training for Interpretive Trainers Group 4	5/21/2006 - 5/26/2006	11/1/2005	Mott Training Center	GREEN, MICHAEL	mgree@parks.ca.gov (831) 649-2961
Sign Up	Water Continuing Education Workshop Group 3	5/8/2006 - 5/12/2006	11/1/2005	Mott Training Center Annex	COMES, CHARLES	chuck@parks.ca.gov (831) 649-7124

- (2) Headings: Information is displayed by the following headings:
 - (a) **Training Request:** Click the [Sign Up](#) link to submit a Training Request. Complete all required fields and

submit. The request will be sent to your Supervisor for approval. The screen will look similar to this:

IN-SERVICE Training Request Form

* Required Field

Program Title:	Basic Carpentry Skills 18
Date (Start-End):	12/17/2006 - 12/22/2006
Supervisor:	HENRY, GINGERLOU ▼
<small>Click for definition</small>	Please Select ▼
* Training Category:	
* Justification:	(Max of 300 characters) <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Accommodation:	None ▼
Accommodation Explanation:	(Max of 300 characters) <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

- (b) [Program Title \[A-Z\]](#): User can sort by clicking this link.
 - [1] Syllabus: If Program Syllabus is available, click the [View Syllabus](#) link to bring up the PDF file of the current Program Syllabus.
 - [2] Modified: Click the [View Comment](#) link for any modifications.
 - [3] Cancelled: Click the [View Comment](#) link for information on cancellation.
 - (c) [Program Date \[A-Z\]](#): User can sort by clicking this link. Generally these dates are the check-in and check-out dates for lodging accommodations associated with the program. View syllabus for program agenda.
 - (d) [Training Request Due Date \[A-Z\]](#): User can sort by clicking this link. This is the date that all requests are due.
 - (e) Location
 - (f) [Training Specialist \[A-Z\]](#): User can sort by clicking this link. This is the Training Specialist that is responsible for this program.
 - (g) Email/Phone: Training Specialist contact information.
- (3) [View Old Schedule](#): Click this link to display past scheduled programs.

- (4) [Link to Training Catalog](#): Click this link to view the Training Catalog.
- b. **Out-Service Request**: This process is used for all training that is not provided by the Training Office. Once this training has been completed, a Training Attendance Roster must be completed to add the program to the Employee's training record.
- (1) To request Out-Service Training, click the [OUT](#) link next to Submit Tr. Request. This will display the current OUT-SERVICE Training Catalog and a link to a list of programs that have been scheduled by DPR Training Groups. The screen will look similar to this:

OUT-SERVICE Training Catalog

Request add program
[SUBMIT](#)

Programs Provided by
 DPR Training Groups
[VIEW](#)

Search by Program Title by Keyword:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Program Title	Program Category	P.O.S.T.
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- (2) **Programs Provided by DPR Training Groups**: Click the [View](#) link to view the programs provided by DPR Training Groups. The screen will look similar to this:

TRAINING SCHEDULE

Programs Provided by DPR Training Group(s)						
Training Request	Program Title [A-Z]	Program Date [A-Z]	Training Request Due Date [A-Z]	Training Group [A-Z]	Program Coordinator [A-Z]	Email / Phone
Sign Up	A.L.R.T. - Beach Driving Refresher (View Comment)	5/31/2006-5/31/2006	5/15/2006	Training Office (068)	WAGY, STEVEN	stevev@parks.ca.gov (831) 277-7114
Sign Up	Driver Awareness (View Comment)	5/31/2006-5/31/2006	5/15/2006	Training Office (068)	WAGY, STEVEN	stevev@parks.ca.gov (831) 277-7114
Sign Up	Canceled - PSP - Driver Training (View Comment)	9/1/2006-9/1/2006	8/1/2006	Training Office (069)	WAGY, STEVEN	stevev@parks.ca.gov (831) 277-7114
Sign Up	Modified - PSP - Driver Training (View Comment)	5/2/2006-6/5/2006	5/15/2006	Training Office (068)	WAGY, STEVEN	stevev@parks.ca.gov (831) 277-7114

- (a) Headings: Information is displayed by the following headings:
- [1] **Training Request**: Click the [Sign Up](#) link to submit a Training Request. Complete all required fields and **submit**. The request will be sent to your

Supervisor for approval. The screen will look similar to this:

OUT-SERVICE Training Catalog

** Required Field*

* Program Title: Access Level I

* Supervisor: WATTS, WILLIAM

Click for definition

* TRAINING CATEGORY: Please Select

* Training Provider: Federal Agency

* Program Provider:

* Program Location:

* Start Date: MM/DD/YYYY

* End Date: MM/DD/YYYY

* Program Length(Hrs): Select

* State Time(Hrs): Select

* Employee Time(Hrs): Select

* Registration Cost: \$ 0

* Estimated Per Diem: \$ 0

* Justification:

Back submit

- [2] [Program Title \[A-Z\]](#): User can sort by clicking this link.
 - [a] Modified: Click the [View Comment](#) link for any modifications.
 - [b] Cancelled: Click the [View Comment](#) link for information on cancellation.
- [3] [Program Date \[A-Z\]](#): User can sort by clicking this link.
- [4] [Training Request Due Date \[A-Z\]](#): User can sort by clicking this link. This is the date that all requests are due.
- [5] [Training Group \[A-Z\]](#): User can sort by clicking this link. This is the DPR Training Group that is responsible for this program.
- [6] [Program Coordinator \[A-Z\]](#): User can sort by clicking this link. This is the Program Coordinator responsible for this program.

- [7] Email/Phone: Program Coordinator contact information.
- (b) Locate the program you wish to attend and click the [Program Title](#) link to view the details of the program. The screen will look similar to this:

<input type="button" value="Close Window"/>	
<u>Program Title</u>	Introduction to California State Parks
<u>Category</u>	Introductory Level Programs
<u>Program Length</u>	28 hours
<u>Topics</u>	Defining mission, purpose and goals of the department, Organizational structure, Work processes
<u>Department Participants</u>	Job-required training for all permanent non-peace officer classifications within six months of first appointment with the Department of Parks and Recreation.
<u>Job Required Participants</u>	All permanent non-peace officer classifications
<u>Job Required Participants Conditions</u>	Complete within six months of first appointment with the Department of Parks and Recreation
<u>Non Department Participants</u>	None
<u>Description</u>	This training program welcomes new employees to California State Parks. Individual courses within the program define the mission, purpose, and goals of the Department of Parks and Recreation and provide information about the Department's organizational structure and work processes. The program content and structure are designed to help each new employee develop a personal philosophy of park service and to see their individual job duties as contributing directly to fulfilling the Department's mission.

- (c) To submit a training request, click the [Submit Request](#) link next to the program title that you want to attend. Complete all required fields and click **submit**. The request will be sent to your Supervisor for approval.
- (d) If the program does not exist in the [A-Z](#) listing of the Training Catalog, the User has the ability to request a program to be added to the Training Catalog. By clicking the [Submit](#) link, the **Request to Add Program** screen

will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:

- [1] Once you click the **submit** button, the request will be sent to the System Administrator for approval and inclusion into the Training Catalog. The screen will look similar to this:

3. **Training Request Status: IN(0) | OUT(0):** Here the User will see the status of all Training Requests. Within the parenthesis next to **IN**, In-Service Training Request and **OUT**, Out-Service Training Request, will be the number of pending Training Requests.

NOTE: You should check the status of your training requests periodically.

- a. **In-Service Training Request Status:** To view the status of all pending requests, click the [IN\(6\)](#) link next to Training Request Status; a new window will open that will look similar to this:

<div>Close Window Back</div> <h3>IN-SERVICE Training Request Status</h3> <div>View Old Training Record</div>															
Training Request	Submit Date	Program	Program Date	Supervisor			Sub-Group Manager			Manager			Final Approval		
				Supervisor	Approval	Date	Sub-Group Manager	Approval	Date	Manager	Approval	Date	TS	Approval	Date
[Detail]	3/7/2006	V.I.P. Certification	4/21/2006 - 4/25/2006	HENRY, GINGERLOU	Approved	3/7/2006	HENRY, GINGERLOU	Approved	3/20/2006	KIRSCHENMAN, GAIL	Pending	Pending	KINCAID, SUMMER	Pending	Pending
[Detail]	3/7/2006	V.I.P. Certification	4/21/2006 - 4/25/2006	HENRY, GINGERLOU	Approved	3/7/2006	HENRY, GINGERLOU	Pending	Pending	KIRSCHENMAN, GAIL	Pending	Pending	KINCAID, SUMMER	Pending	Pending
[Detail]	3/16/2006	Advanced Electrical Skills	4/24/2006 - 4/28/2006	HENRY, GINGERLOU	Approved	3/16/2006	HENRY, GINGERLOU	Not Approved	3/16/2006						
[Detail]	2/28/2006	PERS Retirement Planning Workshop	4/29/2006 - 5/2/2006	HENRY, GINGERLOU	Approved	2/28/2006	HENRY, GINGERLOU	Approved	2/28/2006	KIRSCHENMAN, GAIL	Approved	3/7/2006	BOST, PATRICIA	Not Approved	3/7/2006
[Detail]	3/7/2006	PERS Retirement Planning Workshop	4/29/2006 - 5/2/2006	Pre-Enrolled	Approved	3/7/2006	Unassigned,		Pending	Pre-Enrolled	Approved	3/7/2006	BOST, PATRICIA	Approved	3/7/2006
[Detail]	2/28/2006	Course Leader	5/1/2006 - 5/5/2006	HENRY, GINGERLOU	Approved	2/28/2006	HENRY, GINGERLOU	Approved	2/28/2006	HENRY, GINGERLOU	Approved	2/28/2006	YAEGER, PAMELA	Approved	2/28/2006
[Detail]	2/28/2006	Academy Director/Coordinator Workshop	5/2/2006 - 5/6/2006	HENRY, GINGERLOU	Approved	2/28/2006	HENRY, GINGERLOU	Approved	2/28/2006	HENRY, GINGERLOU	Approved	2/28/2006	KIRSCHENMAN, GAIL	Approved	2/28/2006
[Detail]	3/16/2006	Academy Director/Coordinator Workshop	5/2/2006 - 5/6/2006	HENRY, GINGERLOU	Approved	3/16/2006	HENRY, GINGERLOU	Approved	3/16/2006	KIRSCHENMAN, GAIL	Pending	Pending	KIRSCHENMAN, GAIL	Pending	Pending
[Detail]	3/16/2006	Academy Director/Coordinator Workshop	5/2/2006 - 5/6/2006	HENRY, GINGERLOU	Approved	3/16/2006	HENRY, GINGERLOU	Approved	3/16/2006	HENRY, GINGERLOU	Pending	Pending	KIRSCHENMAN, GAIL	Pending	Pending
[Detail]	10/17/2005	Water Continuing Education Workshop 3	5/8/2006 - 5/12/2006	HENRY, GINGERLOU	Approved	10/17/2005	HENRY, GINGERLOU	Not Approved	10/23/2005						
[Detail]	10/17/2005	Facilitator Skills 6	5/14/2006 - 5/19/2006	HENRY, GINGERLOU	Approved	10/21/2005	HENRY, GINGERLOU	Not Approved	10/23/2005						

- (1) **Headings:** Information is displayed in the following headings:
- Training Request: Click the [Detail](#) link to view the details of the Training Request.
 - Submit Date: The User has the ability to cancel a training request prior to the Supervisor taking action. The [Cancel](#) link will appear next to the date in the Submit Date column. The screen will look similar to this:

<div>Close Window Back</div> <h3>IN-SERVICE Training Request Status</h3> <div>View Old Training Record</div>															
Training Request	Submit Date	Program	Program Date	Supervisor			Sub-Group Manager			Manager			Final Approval		
				Supervisor	Approval	Date	Sub-Group Manager	Approval	Date	Manager	Approval	Date	TS	Approval	Date
[Detail]	4/10/2006 [Cancel]	Academy Director/Coordinator Workshop	5/2/2006 - 5/6/2006	DANIELSON, JOANNE	Pending	Pending	HENRY, GINGERLOU	Pending	Pending	HENRY, GINGERLOU	Pending	Pending	KIRSCHENMAN, GAIL	Pending	Pending

- [1] To cancel training, click the [\[Cancel\]](#) link next to the submit date and complete the information. The screen will look similar to this:

Submit Date	Program	Program Date
4/10/2006	Academy Director/Coordinator Workshop	5/2/2006 - 5/6/2006

Are you sure you want to Cancel this program?

- (c) Program: Program Title.
- (d) Program Date
- (e) Supervisor: In the Supervisor column is the name of the Supervisor, approval action and the date.
- (f) Sub-Group Manager: If applicable, in the Sub-Group Manager column is the name of the Sub-Group Manager, approval action and the date.
- (g) Manager: In the Manager column is the name of the Manager, approval action and the date.
- (h) Final Approval: In this column will be the name of the Training Specialist, approval action and the date.

NOTE: To view the reason the training request was not approved, click the [Not Approved](#) link.

- (2) To view old requests click the **Tr. Request Status** [IN\(0\)](#) link under My Personal Records or [View Old Training Record](#) link on the In-Service Training Request Status page. The screen will look similar to this:

Training Request Search

Start Date:

MM/DD/YYYY

End Date:

MM/DD/YYYY

- (a) Enter the Start Date and End Date for the program(s) you wish to view and **submit**. The screen will look similar to this:

	Submit Date	Program	Supervisor			Sub-Group Manager			Manager			Final Approval			
			Program Date	Supervisor	Approval	Date	Sub Group Manager	Approval	Date	Manager	Approval	Date	TS	Approval	Date
[Detail]	12/7/2004	Field Training Supervisor 1	2/22/2005 - 2/26/2005	Pre-Enrolled	Approved	12/7/2004	Unassigned,	Pending	Pending	Pre-Enrolled	Approved	12/7/2004	PEPITO, ALPHONSO	Not Approved	12/7/2004
[Detail]	5/19/2005	Public Safety Coordinators Training 1	6/12/2005 - 6/16/2005	Pre-Enrolled	Approved	5/19/2005	Unassigned,	Pending	Pending	Pre-Enrolled	Approved	5/19/2005	HAMBARO, WILLIAM	Not Approved	5/19/2005

- b. **Training Request Status Out(#)**: This will look and function similar to the In-Service Training Request Status except the Training Coordinator has the final approval.
4. **EVALUATION(S)**: The **90-Day Evaluation** process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the Employee, Supervisor, and Training Center in providing a return on the training investment. The number of evaluations due is shown within the parenthesis. The screen will look similar to this:

Home Back		
Program Title	Start Date	End Date
Defensive Tactics Instructor Refresher	12/5/2004	12/10/2004
Officer Involved Shooting	11/7/2004	11/12/2004

To complete the form, click the [Program Title](#) link and complete all required fields and submit. The screen will look similar to this:

90-Day Evaluation

HAMBARO, WILLIAM						
Program Title : Defensive Tactics Instructor Refresher			Date : 12/5/2004 - 12/10/2004			
<p>The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the training investment.</p>						
Statement	1 Never/ Rarely	2 Small Extent	3 Moderate Extent	4 Great Extent	5 Strongly Agree	6 N/A
To what extent did you use the knowledge and/or skill prior to attending this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you had the opportunity to use the knowledge and/or skill presented in this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you actually used the knowledge and/or skill presented in this course after completing this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent has your confidence in using the knowledge and/or skills increased as a result of this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent did you receive the assistance necessary in preparing you for this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent has the content of this course accurately reflected what happens on the job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you had access to the necessary resources to apply the knowledge and/or skills on your job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you received help through coaching and/or feedback, with applying the knowledge and/or skills on the job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	0%	20%	40%	60%	80%	100%
As a result of this course, my performance on the course objectives has changed by.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As a result of this course, my overall job performance has changed by.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Supervisors: Findings should be included on the employee's Appraisal and Development Plan, DPR911</p> <p>Indicate specific steps you and/or your supervisor have taken to apply this training and to continue individual development associated with this training program.</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 10px;"></div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="submit"/> </div>						

NOTE: User should meet with their Supervisor to discuss the steps that were taken to apply this training at the workplace and document them in the area provided. The information entered here will also appear on the evaluation form that the Supervisor fills out for the employee.

D. **RESOURCE CENTER:** This section provides the User with training resources that are available.

1. [Classification](#): On this link the User will have the ability to view programs required for a specific classification. The User can search for a classification based on a key word or [A-Z](#) listing. The screen will look similar to this:

Required Programs by Classification

Search by classification:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Class Code	Classification	Required Program(s) [Frequency]
6766	Park Maintenance Assistant	Introduction to California State Parks
6232	Park Maintenance Chief I	Ethics Orientation for State Officials [24 months] Supervisory Course [72 months] Supervisory Refresher [72 months]
6535	Park Maintenance Chief II	Ethics Orientation for State Officials [24 months] Supervisory Course [72 months] Supervisory Refresher [72 months]
9918	Park Maintenance Chief III	Ethics Orientation for State Officials [24 months] Management Course Supervisory Course [72 months] Supervisory Refresher [72 months]
6229	Park Maintenance Supervisor	Supervisory Course [72 months]

- a. By clicking the [Required Program](#) link, a popup window will open showing the details of the program in the Training Catalog. The screen will look similar to this:

Program Title
Introduction to California State Parks

Category
Introductory Level Programs

Program Length
28 hours

Topics
Defining mission, purpose and goals of the department, Organizational structure, Work processes

Department Participants
Job-required training for all permanent non-peace officer classifications within six months of first appointment with the Department of Parks and Recreation.

Job Required Participants
All permanent non-peace officer classifications

Job Required Participants Conditions
Complete within six months of first appointment with the Department of Parks and Recreation

Non Department Participants
None

Description
This training program welcomes new employees to California State Parks. Individual courses within the program define the mission, purpose, and goals of the Department of Parks and Recreation and provide information about the Department's organizational structure and work processes. The program content and structure are designed to help each new employee develop a personal philosophy of park service and to see their individual job duties as contributing directly to fulfilling the Department's mission.

2. [Job Title](#): On this link the User will have the ability to view programs required for a specific Job Title. The User can search for a Job Title on a key word or [A-Z](#) listing. The screen will look similar to this:

Required Programs by Job Title

Search by Job Title:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#)

Job Title	Required Program(s) [Frequency]
Trails Coordinator	Advanced Trails Program: Climbing and Rigging Advanced Trails Program: Maintenance Management Advanced Trails Program: Road to Trails Mechanized Equipment Basic Trails Program Maintenance and Management Intermediate Trails Program Maintenance and Management

- a. By clicking the [Required Program](#) link, a pop up window will open showing the details of the program in the Training Catalog.

3. [Training Catalog](#): This section displays the current catalog information for programs listed on the ETMS and a training request link. The User can search for a program on a key word or [A-Z](#) listing. The screen will look similar to this:

TRAINING CATALOG

If Program does not exist in the list,
[click here to request to add program](#)

Search by Program Title:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Type	Program Title [A-Z]	Category [A-Z]
------	---------------------	----------------

- a. To find a program, click the first letter of the program title. The resulting page will look similar to this:

TRAINING CATALOG

If Program does not exist in the list,
[click here to request to add program](#)

Search by Program Title:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

	Type	Program Title [A-Z]	Category [A-Z]
Submit Training Request	Out-Service	Occult Crimes	Public Safety
Submit Training Request	Out-Service	Off-Highway Motorcycle Training	Public Safety
Submit Training Request	Out-Service	Office Ergonomics Workshop	Administration
Submit Training Request	Out-Service	Office of Grants & Legal Services Technical Assistant Workshop	Administration
View Schedule	In-Service	Officer Involved Shooting	Public Safety
Submit Training Request	Out-Service	Officer Involved Shooting Supervisory/Management Response	Public Safety
Submit Training Request	Out-Service	Off-Road Coach Training Course	Public Safety
Submit Training Request	Out-Service	Off-Road Driving	Public Safety
Submit Training Request	Out-Service	Off-Road Vehicle Instructor	Public Safety
View Schedule	In-Service	Open Water Ocean Rescue	Public Safety
Submit Training Request	Out-Service	Operation Chameleon	Public Safety
Submit Training Request	Out-Service	Operation Snorkel	Public Safety
Submit Training Request	Out-Service	Ornamental Horticulture	Resource Management
Submit Training Request	Out-Service	Outlaw Motorcycle Gangs	Public Safety
Submit Training Request	Out-Service	Outstanding Receptionist	Administration
Submit Training Request	Out-Service	Overcoming Negativity in the Workplace	Administration

- b. To view the details of the program, click the [Program Title](#) link.
- c. By clicking the [Submit Training Request](#) link, an Out-Service Training Request Form will appear; complete all required fields and **submit**.
- d. By clicking the [View Schedule](#) link, the current training schedule for the program will appear. If "No Data" is listed, the program has not

been scheduled on the Training Schedule. The screen will look similar to this:

TRAINING CATALOG

If Program does not exist in the list, [click here to request to add program](#)

Search by Program Title:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

	Type	Program Title [A-Z]	Category [A-Z]
Submit Training Request	Out-Service	Occult Crimes	Public Safety
Submit Training Request	Out-Service	Off Highway Motorcycle Training	Public Safety
Submit Training Request	Out-Service	Office Ergonomics Workshop	Administration
Submit Training Request	Out-Service	Office of Grants & Legal Services Technical Assistant Workshop	Administration
View Schedule	In-Service	Officer Involved Shooting <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> 6/5/2006 - 6/8/2006 (Mott Training Center) 7 </div>	Public Safety
Submit Training Request	Out-Service	Officer Involved Shooting Supervisory/Management Response	Public Safety
Submit Training Request	Out-Service	Off Road Coach Training Course	Public Safety
Submit Training Request	Out-Service	Off Road Driving	Public Safety
Submit Training Request	Out-Service	Off Road Vehicle Instructor	Public Safety
View Schedule	In-Service	Open Water Ocean Rescue	Public Safety
Submit Training Request	Out-Service	Operation Chameleon	Public Safety
Submit Training Request	Out-Service	Operation Snorkel	Public Safety
Submit Training Request	Out-Service	Ornamental Horticulture	Resource Management
Submit Training Request	Out-Service	Outlaw Motorcycle Gangs	Public Safety
Submit Training Request	Out-Service	Outstanding Receptionist	Administration
Submit Training Request	Out-Service	Overcoming Negativity in the Workplace	Administration

- (1) To sign up for the program, click the [Program Date](#) link and complete all required fields and **submit**. The screen will look similar to this:

IN-SERVICE Training Request Form

* Required Field

Program Title: Basic Carpentry Skills 18

Date (Start-End): 12/17/2006 - 12/22/2006

Supervisor:

Click for definition

* Training Category:

* Justification: (Max of 300 characters)

Accommodation:

Accommodation Explanation: (Max of 300 characters)

5. If program does not exist in the Training Catalog, click the [SUBMIT](#) link to request to add the program to the Training Catalog.
- D. [Training Schedule](#): Click this link to view the current Training Schedule. The function of this link is described in the Submit Training Request IN/OUT section.
- E. [Program Roster](#): Click this link to view the program rosters. They are listed by Program Title and Date. The screen will look similar to this:


<div> Print this Page Close Window View Old Program Rosters </div>			
Program Roster			
Program Title [A-Z]	Program Date [A-Z]	Roster	Training Specialist
2/21/No Approve In Service - Test	4/24/2006 - 4/27/2006	View	WAGY, STEVEN
A Program In Service - 1	4/27/2006 - 4/29/2006	View	WAGY, STEVEN
Modified - Academy Director/Coordinator Workshop (View Syllabus)	5/2/2006 - 5/6/2006	View	KIRSCHENMAN, GAIL
Modified - Adobe (View Syllabus)	5/20/2006 - 5/30/2006	View	GREEN, MICHAEL
Modified - Advanced Electrical Skills	4/24/2006 - 4/28/2006	View	COMBS, CHARLES
Basic Plumbing Skills - 15	4/9/2006 - 4/14/2006	View	COMBS, CHARLES
Business and Fiscal Module 1 - Test2-Disapproved	4/10/2006 - 4/21/2006	View	WAGY, STEVEN
Modified - Coastal Marine Interpretation	6/5/2006 - 6/10/2006	View	LOMBARD, KARYN
Course Leader - 6	4/16/2006 - 4/21/2006	View	LOMBARD, KARYN
Course Leader - 7	5/21/2006 - 5/26/2006	View	LOMBARD, KARYN
Course Leader	5/1/2006 - 5/5/2006	View	YAEGER, PAMELA
Defensive Tactics Instructor Refresher - 44	4/24/2006 - 4/28/2006	View	DANIELSON, JOANNE
Facilitator Skills - 6	5/14/2006 - 5/19/2006	View	LOMBARD, KARYN
Field Training Officer - 9	5/7/2006 - 5/12/2006	View	PEPITO, ALPHONSO
Field Training Officer - Test3-Approved	4/10/2006 - 4/14/2006	View	WAGY, STEVEN
Modified - Firearms Inspector	5/27/2006 - 5/31/2006	View	DANIELSON, JOANNE
Modified - Geological Society of America	6/11/2006 - 6/15/2006	View	LOMBARD, KARYN
Modified - HAZMAT Asbestos Awareness	6/1/2006 - 6/5/2006	View	KINCAID, SUMMER
HAZMAT First Responder Operational - 7	5/22/2006 - 5/26/2006	View	COMBS, CHARLES
Historic Preservation - 19	4/23/2006 - 4/28/2006	View	COMBS, CHARLES
Modified - Historic Structures Maintenance	4/10/2006 - 4/21/2006	View	YAEGER, PAMELA
Introduction to California State Parks - 33	5/1/2006 - 5/5/2006	View	WAGNER, LAURA
Modified - Introduction to California State Parks	6/5/2006 - 6/9/2006	View	PETERSEN, BRIAN
Officer Involved Shooting - 7	6/5/2006 - 6/8/2006	View	DANIELSON, JOANNE

1. **Program Title [\[A-Z\]](#)**: Users can sort Program Title by clicking this link.
 - a. Program Title: By clicking the [Program Title](#) link, details of the program will appear from the Training Catalog.
 - (1) Syllabus: If Program Syllabus is available, click the [View Syllabus](#) link to bring up the PDF file of the current Program Syllabus.
 - (2) Modified: Click the [View Comment](#) link for any modifications.
 - (3) Cancelled: Click the [View Comment](#) link for information on cancellation.
2. **Program Date [\[A-Z\]](#)**: Users can sort by clicking this link. Generally these dates are the check-in and check-out dates for lodging accommodations associated with the program. View syllabus for program agenda.

3. **Roster:** Click the [View](#) link to see a list of all the participants enrolled in the program. The screen will look similar to this:

Close Window

Print this Page



Adobe - (5/20/2006 - 5/30/2006)

DPR Permanent Trainee(s)			
Enrollee #	Name	Classification	Training Group
1	BACHMAN, STEPHEN	Associate Park and Recreation Specialist	Inactive
2	DANIELSON, JOANNE	State Park Superintendent II	Training Section
3	HENRY, GINGERLOU	Staff Services Manager II (Supervisory)	Training Section
Alternate	PETERSEN, BRIAN	Office Technician (Typing)	Training Section
4	YAEGER, PAMELA	Staff Service Analyst (General)	Training Section
5	YAEGER, PAMELA	Staff Service Analyst (General)	Training Section

NON Permanent Trainee(s)			
Enrollee #	Name	Classification	Employer
6	OFTHEJUNGLE, JANE	vine swinger assistant	DPR Congo
7	OFTHEJUNGLE, TARZAN	vine swinger	

- a. You can sort the roster by Name or Training Group.
 - b. By clicking the Excel icon, you can download the roster to an Excel file.
4. **Training Specialist**
5. [View Old Program Rosters](#): Click this link to view old program rosters. The screen will look similar to this:

Program Roster

Start Date: 


MM/DD/YYYY

End Date: 


MM/DD/YYYY

- a. Enter the Start Date and End Date for the program(s) you wish to view and **submit**. The screen will look similar to this:

Program Roster

Start Date: 

MM/DD/YYYY

End Date: 

MM/DD/YYYY

Program Title [A-Z]		Program Date [A-Z]	Roster	Training Specialist
Emergency Medical Responder (EMR) Instructor Refresher	14 (Pre-Selected)	1/2/2005 - 1/7/2005	View	GARDNER, MICHELLE
Trails Estimating and Grants Workshop		1/2/2005 - 1/7/2005	View	COMBS, CHARLES
Management Course	17-III	1/9/2005 - 1/13/2005	View	WAGY, STEVEN
S-244 Field Observer and S-245 Display Processor		1/9/2005 - 1/13/2005	View	COMBS, CHARLES
Firearms Instructor	15-I	1/9/2005 - 1/14/2005	View	PEPITO, ALPHONSO
Field Training Officer Refresher	2	1/17/2005 - 1/21/2005	View	PEPITO, ALPHONSO
Intermediate Plumbing Skills	31	1/16/2005 - 1/21/2005	View	COMBS, CHARLES
Firearms Instructor Refresher	29	1/23/2005 - 1/28/2005	View	WAGY, STEVEN
MAXIMO Workshop for Park Maintenance Chiefs		1/23/2005 - 1/28/2005	View	COMBS, CHARLES
Supervisory Practices	60	1/23/2005 - 2/4/2005	View	COMBS, CHARLES
Course Leader	6	1/30/2005 - 2/4/2005	View	LOMBARD, KARYN
District Interpretive Coordinators Workshop	2	1/31/2005 - 2/4/2005	View	PEPITO, ALPHONSO
Administrative Workshop	9	2/7/2005 - 2/11/2005	View	WAGNER, LAURA
Advanced Electrical Skills	9	2/6/2005 - 2/11/2005	View	COMBS, CHARLES
Defensive Tactics Instructor Update	(Pre-Selected)	2/16/2005 - 2/17/2005	View	PEPITO, ALPHONSO
Supervisory Course (Peace Officer only)	2	2/6/2005 - 2/18/2005	View	COMBS, CHARLES
Supervisory Course	2-Module I	2/13/2005 - 2/18/2005	View	COMBS, CHARLES

- F. **Message from Mott Training Center:** Periodically the Mott Training Center will post a message for all users of ETMS.

1. New Message: If there is a new message from Mott Training Center, there will be a link that will look similar to this:

Message from Mott T.C. [\[New\]](#)

By clicking the new link, the User can read the new message. Once the message has been read, it is transferred to the [Message Archive](#) link.

- G. [Message Archive](#): Click this link to view old messages.
- H. [MTC Web Site](#): Click this link to view the MOTT Training Center Web Site.
- I. [P.O.S.T. Web Site](#): Click this link to view the P.O.S.T. Web Site.
- J. [DPR Web Site](#): Click this link to view the DPR Web Site.
- K. [Suggestions?/Errors?](#): Click this link to submit a suggestion or error.
Complete all required fields and **submit**. The screen will look similar to this:



A screenshot of a web browser window displaying the 'Report Error' form. The address bar shows 'https://etms.parks.ca.gov/Version2/ReportError/default.asp?Su...'. The form has a dark blue background with white text. At the top, it says 'We value your input. Please feel free to tell us any errors, suggestions, and/or comments.' Below this, there are three fields: 'Subject:' with a dropdown menu showing 'Error', 'URL:' with a text input field, and 'Comment:' with a large text area. A 'submit' button is located at the bottom right of the form. The browser's status bar at the bottom shows 'Done' and 'Internet'.

NOTE: Please submit the Uniform Resource Locator (URL) for the Error or Suggestion you are submitting. The address is located on the top left hand corner of your Internet Browser. The screen will look similar to this:



1. An email will be sent to the User by the System Administrator regarding your Error/Suggestion.

VI. P.O.S.T. MANAGEMENT

- A. **Advanced Officer Training:** State Park Peace Officers are required by P.O.S.T. to complete Continuing Professional Training (C.P.T.). All State Park Superintendents II and Lifeguard Supervisors III and above are required to complete a minimum of 24 hours of Advanced Officer Training every 24 months. For these classifications the screen will look similar to this:

P.O.S.T. (C.P.T.) Management				
Requirement : Advanced Officer Training (24 hours every 24 months)				
Program Title	Length	Current	Due Date	In Compliance
Training Conference	24	11/4/2004	11/4/2006	YES
Total Hours	24	In Compliance		

1. **In Compliance** indicates the required numbers of hours have been completed.
 2. **No Data** indicates that no POST-certified programs have been completed.
 3. **Out of Compliance** indicates the required numbers of hours have not been completed.
- B. **Advanced Officer Training/Perishable Skills Program:** All State Park Superintendents I and Lifeguard Supervisors II and below are required to complete a minimum of 10 hours of Advanced Officer Training and 14 hours of Perishable Skills Programs (PSP) every 24 months. The screen will look similar to this:

ORGANO, STUART

Close Window

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
Firearms Instructor	80	5/13/2005	5/13/2007	YES
Total Hours	80	In Compliance		

Requirement 2 : Perishable Skills (Every 24 months)

Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	5/10/2005	5/10/2007	YES
PSP Driver Training	4	4	6/7/2005	6/7/2007	YES
PSP Arrest and Control Training	4	4	6/7/2005	6/7/2007	YES
PSP Tactical Communications	2	2	6/7/2005	6/7/2007	YES

NOTE: It is the Employee's responsibility to insure compliance at all times.

VII. REQUIRED PROGRAMS

This displays Training Requirements assigned by the Supervisor or by your Classification. Supervisors have the ability to require training for their employees based on their Duty Statement. The System Administrator has the ability to require training to an employee based on their state classification. The screen will look similar to this:

Required Programs					
Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
Ethics Orientation for State Officials	Classification	12/30/2003	24	12/30/2005	NO
Supervisory Refresher	Classification	4/16/1999	72	4/16/2005	NO
Management Course	Classification	3/20/1992	N/A	N/A	YES
Sexual Harassment Prevention	Classification	11/16/2005	24	11/16/2007	YES
Purchasing (Video-30 Minutes)	Supervisor	1/24/2006	24	1/24/2008	YES
Cal-Card Refresher (Video-30 Minutes)	Supervisor	1/24/2006	24	1/24/2008	YES

NOTE: If there are additional Required Programs, the User should contact their Primary Supervisor.

VIII. CONTINUAL PROFESSIONAL TRAINING (CPT) MANAGEMENT

Job classifications that require continuing education on a reoccurring basis are managed on this screen. These certifications can be satisfied by various training programs assigned by the System Administrator.

An example of this certification is as follows:

ALRT Training is a certification for all Lifeguard classifications. The various programs that will satisfy the ALRT certification are as follows:

1. Rock Rescue Training
2. Aquatic Search, Rescue, and Recovery
3. Personal Water Craft Operator
4. Personal Water Craft Operator Refresher
5. Paddleboard Rescue
6. Beach Driving
7. Beach Driving Refresher

This certification requires completion of 12 hours of any of the above programs every 24 months.

The Continual Professional Training (CPT) Management screen will look similar to this:

Continual Professional Training(CPT) Management	
Certification	Compliant
Annual Lifeguard Refresher Training (ALRT) (16 Hours Every 12 Months)	YES

Compliant: Click on [YES](#) or [NO](#) to view Certification Requirement Detail. The screen will look similar to this:

<div>Close Window</div> <div>Back</div>		
Certification Requirement Detail		
Program Title	Total Hours	Program Completion Date
SCUBA Dive Team Refresher - 24 hour P.O.S.T. course	24	11/9/2005
Annual Swim Test	1	7/27/2005

NOTE: If there are additional Continuing Education Requirements, the User should contact their Primary Supervisor.